CCWIS Steering Committee Meeting Minutes
Thursday, October 27, 2016

Attendees: Margaret Schultze, J.R. Simpson, Carl Ayers, Don Driver, Robert Hobbelman, Mike Gump, Liz Henry, Alex Kamberis, Rebecca Morgan

Non-Voting Attendees: Laura Polk (Scribe), Christine Malone (Foster Alumni subject matter expert), Robert Early (Procurement)

Special Guests: Carole Hussey (PCG), Judge James Payne (PCG)

Absent: Dottie Wells

1. Alex Kamberis, Project Manager, reviewed the Project deliverables timeline:

- Budget Overview   9/15/2016 - completed
- Conceptual Model   9/26/2016 - completed
- Requirements Deliverable   2/03/2017
- Gap Analysis   3/08/2017
- Analysis of Development Options   4/19/2017
- Cost Benefit Analysis   5/01/2017
- Feasibility Assessment   5/18/2017
- Project Summary Report   5/22/2017
- RFP Deliverable   5/26/2017

2. Alex Kamberis, Project Manager, provided a list of accomplishments since the last steering committee meeting

- Completion of Joint Application Requirement (JAR) sessions in Western and Central. The sessions have provided valuable information for Public Consulting Group (PCG) with the gathering of the requirements from local users. There has also been secondary gains for Department staff in attendance with identifying areas the Division of Family Services can address in preparation for a new child welfare system, to include; updating guidance, providing clarification with regards to current guidance, updating training, etc.

- JAR sessions scheduled with foster parents to be held using the innovative approach of a Webinar later in an evening so foster parent can participate with minimal interruptions by children.
- JAR sessions for financial requirements are scheduled for December 6th and 7th.
- Modified contract with PCG to add an additional business analyst to develop state and local finance workflows.
- Received green light from Security to look at 3rd party vendors for a mobility solution.
- Agency decision to modernize OASIS security using Oracle OUD to ensure data protection and to prepare for a mobile solution.
- Developed child welfare workflows.
- Meetings held to gather VITA and Security requirements and to research DMIS.
- Met with Licensing to review the CRS and Dolphin. CRS will need to be updated as OASIS is replaced.

3. Alex Kamberis, Project Manager, provided a list of tasks which will be completed before the next steering committee meeting

- JAR sessions (Financial, Piedmont, Eastern, Northern, foster parent, and foster alumni)
- Create state and local workflows for finance
- Diona & MyJumpVault Demonstrations
- Meet with Refugee Program
- Architecture discussions: Identity Management; Data Warehouse; CommonHelp; DMIS; CRS; VaCMS; SPIDER; LEDRS; FAAS; CAS; Central Print; and Supreme Court

4. Committee discussion on a mobility solution

Alex Kamberis, Project Manager, provided further details on what a mobility solution would look like and what items would be accessible via a mobile solution for front line users. There was discussion to explain that a mobile solution was far more than taking OASIS and placing the existing program on a mobile device. The number one request from local users during the completed JAR sessions has been a mobility solution, followed closely with the desire for some type of document imaging for the storage of reports, paper documents, photos, etc.

5. Discussion of Roadmap

Alex Kamberis, Project Manager, gave an overview of the proposed Roadmap for the project outlining where the project currently is in the process of developing requirements for the release of an RFP or RFPs in the future. In addition, the projected timeline and roadmap for release of a mobile solution was discussed with the Committee to outline the barriers and obstacles that may need to be removed for a successful release of a mobile solution to local users.

6. Open Discussion with Carole Hussey and Judge Jim Payne with Public Consulting Group

Carole Hussey, Engagement Manager, and Judge James Payne, Special Consultant, with Public Consulting Group (PCG) provided valuable insight into the obstacles and successes the state of Indiana had with releasing a new child welfare information system. Judge Payne elaborated on some of the barriers Indiana encountered with their Governor, legislators, Information Technology Department, stakeholders, Department of Planning and Budget, etc. and provided solutions for addressing barriers and obstacles Virginia may encounter in the development of a comprehensive child welfare information system.

5. Committee Meetings

Next meeting will be **December 22, 2016.**